Recreation Supervisor

City of Miami Gardens, FL. (109,700)
Posted Date: 6/30/14
Deadline: 7/14/14, or until filled
Starting Salary: $24,978 min. to $31,222 mid. / DOQ

<u>Nature of Work</u>:
Under close to general supervision, performs a variety of recreation program implementation activities and park maintenance at assigned location. Helps promote and maintain open communication with patrons, enforces City and Department rules and regulations. Duties will include completing accurate and detailed administrative work including but not limited to: attendance forms, reports, and payment receipts. Follows all City and Department policies and procedures. Supervise Recreation Aides, volunteers and contractors. All work is done according to standardized and prescribed policies, rules and regulations. Regular and special assignments are outlined by District Recreation Supervisor who reviews work through personal inspection. On routine or repetitive assignments, instructions are usually not given unless there is some change in the routine of work to be performed.

<u>Minimum Requirements</u>:
Associates degree or 60 college credit hours from an accredited college or university required; two (2) years of recreation program implementation or closely related work required; one (1) year of supervisory experience required; or any equivalent combination of relevant training and experience. Basic First Aid/CPR certified; applicants not certified must obtain certification within six (6) months of employment. Must possess and maintain a valid Florida Driver's License and satisfactory driving history throughout employment. Applicants must be able to work varying shifts, including holidays and weekends. Copies of certifications must be provided at time of application.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
18605 NW 27 Avenue, First Floor, Suite 126 East
Miami Gardens, FL 33056
Fax: (305) 474-1286
www.miamigardens-fl.gov
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